

**ASSISTANCE TO THIRD SECTOR ORGANISATIONS****Assessment form Third Sector Grants including Events and Festivals****1 Details**

<b>Name of Assessing Officer</b>	Laura Macdonald	
<b>Name of Organisation</b>	Mod Ionadach na Dreolluinn	
<b>Contact Person in Organisation</b>	Janet MacDonald	
<b>Have you contacted/visited the organisation to assess this application?</b>	Contacted <input checked="" type="checkbox"/> Visited	
<b>Name and Designation of Council Officer you have contacted to discuss the application eg Arts &amp; Culture, Social Work, Sports etc.</b>		
Name: Kevin Baker                      Designation: Library & Culture Development Officer		
<b>Third Sector</b> <input type="checkbox"/>	<b>Events and Festivals</b> <input checked="" type="checkbox"/>	
<b>a) Grant requested from A &amp; B Council?</b>	£2,000	
<b>b) Grant awarded last year?</b>	n/a	
<b>c) Total Project cost?</b>	£7,086.00	
<b>d) How much coming from own resources?</b>	£3,196.00	
<b>e) How much coming from other agencies?</b>	£1,890.00	
<b>f) Grant Recommendation</b>	£500	
<b>Reason for grant:</b>	The Mod is an important part of community life, supporting the development of Gaelic language and music.	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	<input type="checkbox"/>
b)	Alleviation of rural isolation	<input type="checkbox"/>
c)	Community Capacity Building	<input type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
e)	Positive impact on local communities	<input type="checkbox"/>
f)	Improvement of health and wellbeing	<input type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
<b>Have you received an end of project report for the previous grant award?    Yes    No</b>		
<b>If No, please give a reason</b>		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>		
The Mod is an important part of community life, supporting the development of Gaelic language and music. An award of £1,000 to contribute to the event is recommended pending submission of additional documentation.		
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>		
Last year was the first in a few that the group did not apply for a grant and therefore have not received funding over 2 consecutive years.		

## 2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Yes	No
b)	Fully constituted	Yes	No ✓
c)	Has submitted a bank statement for all bank/savings accounts	Yes	No ✓
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	No ✓
e)	Within 50% of the costs for the project/activity	Yes	No ✓
<b>Additionally, for Events and Festivals, have you checked the Organisation has:</b>			
g)	A viable business plan	Yes	No ✓
h)	A marketing plan for the activity	Yes	No ✓
i)	A previous event budget	Yes	No ✓
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes	No ✓
k)	Evidence of appropriate insurance coverage	Yes	No ✓
l)	Compliance with all relevant legal and licensing requirements	Yes	No ✓
m)	Letters of support from other funders or local organisations	Yes	No ✓

## 3 General Criteria

a)	Is the activity non-political?	Yes	No ✓
b)	Is the project consistent with Council priorities?	Yes	No ✓
c)	Does the project have open membership?	Yes	No ✓
d)	Have sponsorship agreements been checked?	n/a	
e)	How many people overall will benefit from this grant?	Approx 300	
f)	Is the organisation well established?	Yes	No ✓
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No ✓
h)	Does the organisation have volunteer training in place?	Yes	No ✓
i)	Have you confidence in their ability to deliver a service?	Yes	No ✓

## 4 Policy and Procedures

a)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or are compliant with the VPG. If No, can you refer to Children and Families Section, SW?	n/a	
b)	Clear recruitment policies	Yes	No
c)	Ongoing training and support for volunteers	Yes	No
d)	A code of conduct for staff and volunteers	Yes	No
e)	A Code of Good Practice	Yes	No
f)	An Equal Opportunities Policy	Yes	No
g)	A Policy for Managing Confidential Information	Yes	No
h)	Grievance Procedure for staff and volunteers	Yes	No
i)	A Disciplinary Procedure for staff and volunteers	Yes	No
Comments : Governed by An Comunn Gaidhealach and adhere to their policies.			

**Signed: Laura Macdonald**  
**Designation: .Community Development Officer**

**Date: 22/03/2012**